

Standard Operating Procedure (SOP): Surface and Countertop Sanitization Procedures

This SOP details **surface and countertop sanitization procedures** essential for maintaining a clean and hygienic environment. It includes step-by-step instructions on selecting appropriate cleaning agents, sanitizing techniques, frequency of cleaning, and safety precautions to prevent contamination. The aim is to ensure all surfaces and countertops are thoroughly sanitized to reduce the risk of cross-contamination, protect public health, and comply with regulatory standards in food preparation and healthcare settings.

1. Purpose

To outline the standardized procedures for sanitizing surfaces and countertops to ensure a hygienic and safe environment, reducing the risk of cross-contamination and complying with relevant health and safety regulations.

2. Scope

This SOP applies to all staff responsible for cleaning and sanitizing surfaces and countertops in areas such as kitchens, food preparation areas, patient care rooms, and other relevant workspaces.

3. Responsibility

- All cleaning staff must strictly follow this procedure.
- Supervisors are responsible for ensuring compliance and regular staff training.

4. Materials and Equipment

- Approved cleaning detergent
- Approved sanitizer (EPA-registered or as specified by facility policy)
- Disposable gloves
- Protective aprons (as necessary)
- Clean cloths and non-abrasive scrubbers or disposable towels
- Buckets or spray bottles (properly labeled)

5. Procedure

1. Preparation

- Gather all necessary materials and personal protective equipment (PPE).
- Remove any items or debris from the surfaces and countertops to be cleaned.

2. Cleaning

- Wear disposable gloves and PPE before starting.
- Clean the surface with warm water and detergent, using a clean cloth or sponge.
- Scrub thoroughly to remove visible dirt, food residue, or other contaminants.
- Rinse with clean water and wipe dry with a clean towel.

3. Sanitizing

- Apply an approved sanitizer, following the manufacturer's instructions for dilution and contact time.
- Ensure the sanitizer remains on the surface for the recommended time to be effective.
- Allow surfaces to air dry, or if required, wipe with a clean disposable towel after contact time is reached.

4. Final Steps and Disposal

- Dispose of used cleaning materials and PPE as per facility guidelines.
- Wash hands with soap and water after removing gloves and PPE.
- Return cleaned and sanitized surfaces/countertops to use only after they are dry and free of residual chemicals.

6. Frequency of Cleaning

- At the beginning and end of each shift.
- Immediately after surfaces become contaminated (e.g., after food prep, spills, or patient procedures).
- As needed and in accordance with facility or regulatory requirements.

7. Safety Precautions

- Always use gloves and other appropriate PPE.
- Never mix cleaning chemicals unless directed by the manufacturer's instructions.
- Ensure proper ventilation during cleaning and sanitizing.
- Follow all manufacturer and facility safety guidelines for handling chemicals.

8. Documentation

- Record the date, time, and initials of the staff member who performed cleaning and sanitizing in the facility's logbook or electronic record.

9. Review and Training

- This SOP must be reviewed annually and upon changes in regulations or cleaning products.
- Staff should receive initial and refresher training on these procedures.

10. References

- Manufacturer's instructions for cleaning agents and sanitizers
- Facility-specific policies and procedures
- Local health and safety regulations